



COURSE TITLE/SECTION: SOCW 6354 Managing Human Service Organizations/Nonprofit Management

TIME: Tuesdays, 6p – 9p

FACULTY: Jennifer Battle

OFFICE HOURS: call to schedule

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I. Course

A. Catalog Description

Cr. 3. (3-0). Prerequisites: successful completion of the foundation curriculum, or consent of instructor. Theories, skills, and methods for effective planning and managing in human services organizations.

B. Purpose

In this course, students will gain a comprehensive understanding of the scope and operations of nonprofit organizations, with specific emphasis on those that provide human services. Special attention is given to the principal areas of organizational structure, program implementation, and administration. The course is designed to be relevant to the students' specific areas of professional and academic interest. The course will also focus on how the core values of the social work profession are integrated into the conceptualization and implementation of services provided by human service organizations.

II. Course Objectives

Upon completion of this course, students will be able to demonstrate the following competencies:

1. Understand the general structure of nonprofit human service organizations and the division of responsibilities among their stakeholders.
2. Understand the challenges and opportunities faced by nonprofit human service organizations.
3. Apply academic theories and concepts of nonprofit management to specific organizations.
4. Articulate the impact of education and advocacy initiatives on service delivery, with specific attention to addressing the needs of traditionally underserved populations.

III. Course Content

This course will include the following topical (content) areas:

- Non-Profit Organizations
- Ethics
- Mission and Vision
- Strategic Planning
- Organizational Design and Structure
- Board Development
- Program Planning, Development, and Management
- Program Evaluation and Outcome Measures
- Fundraising and Social Entrepreneurship
- Communications and Marketing
- Advocacy and Lobbying
- Risk Management
- Human Resources
- Volunteer Management
- Training and Supervision
- Technology

IV. Course Structure

The content of this course will be presented in a lecture, discussion and application format. There will be one class per week. Students will be encouraged to share personal experiences in the field primarily through WebCT discussions. Guest lecturers will participate in delivering lectures to enhance the learning process by building knowledge of local resources as well as provide networking opportunities to students.

V. Textbooks

Required

Grobman, Gary. *The Nonprofit Handbook: Everything You Need to Know to Start and Run Your Nonprofit Organization Fifth Edition*. White Hat Communications. 2008.

Brinckerhoff, Peter. *Mission-Based Management: Leading Your Not-For-Profit in the 21st Century – 2nd Edition* John Wiley & Son, Inc., 2000.

Recommended

Collins, Jim. *Good to Great: Why Some Companies Make the Leap...and Others Don't*. HarperBusiness: 2001.

Collins, Jim. *Good to Great and the Social Sectors: A Monograph to Accompany Good to Great*. HarperBusiness: 2005.

Crutchfield, Leslie and Heather McLeod Grant. *Forces for Good: The Six Practices of High-Impact Nonprofits* Jossey-Bass: 2007.

Cryer, Shelly. *The NonProfit Career Guide*: Fieldstone Alliance, 2008.

Drucker, Peter with Joseph Maciariello. *The Daily Drucker: 365 Days of Insight and Motivation for Getting the Right*; HarperBusiness: 2004

Egger, Robert. *Begging for Change: The Dollars and Sense of Making Nonprofits Responsive, Efficient, and Rewarding for All*: Collins Business, 2004.

Ralser, Tom. *ROI for NonProfits: The New Key To Sustainability*. Wiley Press: 2009.

VI Course Requirements

- A. Reading Assignments
- B. Written Assignments adding up to 65 points
- C. Mid Term Assignment 15 points
- D. WebCt discussions 20 points

VII. Evaluation and Grading

The following standard grading scale has been adopted for all courses taught in the college. Please use this scale to assign final course letter grades.

A =	96-100% of the points	C+ =	76-79.9%
A- =	92-95.9%	C =	72-75.9%
B+=	88-91.9%	C- =	68-71.9%
B =	84-87.9%	D =	64-67.9%
B- =	80-83.9%	F =	Below 64%

VIII. Policy on grades of I (Incomplete): Provided something about incompletes is included in all syllabi the specific content is not mandated to be from GPS bulletin.

IX. Policy on academic dishonesty and plagiarism

Students are expected to demonstrate and maintain a professional standard of writing in all courses, do one's own work, give credit for the ideas of others, and provide proper citation of source materials. Any student who plagiarizes any part of a paper or assignment or engages in any form of academic dishonesty will receive an "I" for the class with a recommendation that a grade of F be assigned, subsequent to a College hearing, in accordance with the University policy on academic dishonesty. Other actions may also be recommended and/or taken by the College to suspend or expel a student who engages in academic dishonesty.

All papers and written assignments must be fully and properly referenced using APA style format (or as approved by the instructor), with credit given to the authors whose ideas you have used. If you are using direct quotes from a specific author (or authors), you must set the quote in quotation marks or use an indented quotation form. For all direct quotes, you must include the page number(s) in your text or references. Any time that you use more than four or five consecutive words taken from another author, you must clearly indicate that this is a direct quotation. Please consult the current APA manual for further information.

Academic dishonesty includes using any other person's work and representing it as your own. This includes (but is not limited to) using graded papers from students who have previously taken this course as the basis for your work. It also includes, but is not limited to submitting the same paper to more than one class.

If you have any specific questions about plagiarism or academic dishonesty, please raise these questions in class or make an appointment to see instructor. This statement is consistent with the University Policy on Academic Dishonesty that can be found in your UH Student Handbook.

IX. Course Schedule and Reading Assignments

Course schedule and assignment details will be handed out in class.

X. Bibliography

Additional resources are referenced in each lecture.

XI. Americans with Disabilities Statement

Whenever possible, and in accordance with 504/ADA guidelines, the University of Houston will attempt to provide reasonable academic accommodations to students who request and require them. Please call 713-743-5400 for more assistance.